Circulation Policy:

New Rochelle Campus and Branch Campuses

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Library Cards

CNR Students, Staff, Faculty and other members of the CNR community:

A valid CNR ID card with a barcode serves as a library card at all CNR campuses and is required for borrowing Library materials, for Interlibrary (ILL) or Intercampus Loan (ICL) requests and to renew items using the online catalog. CNR ID cards are obtained at the Security Office. The ID card must be validated at the beginning of each semester at the Security Office. To ensure that your card has been updated in the Library’s system, bring your validated CNR ID card to the Library Main Desk at the beginning of each semester. If the expiration date on your Library record has expired and the “valid through” date on your CNR ID card has expired, you will be asked to show the Library proof of registration for the current or upcoming semester.

CNR Alumnae/i:

1. To apply for a CNR Alumna/us ID card, please click Alumna/us ID Card Application and follow the instructions on the form, or visit the Office of Alumnae/i Relations located in Mooney Center, Room 213, New Rochelle Campus.

2. Bring the completed application form to the Security Office during normal business hours, present the $5.00 application fee, and have a photo taken.

3. CNR Alumnae/i are entitled to obtain a Gill Library card at a discounted fee of $25.00. The Gill Library card entitles Alumnae/i to borrow circulating items from the Gill Library collection for one year from the date of issue. CNR Alumnae/i are not given remote access to Gill Library databases.
4. Those with a CNR Alumnae/i ID card should visit the CNR Help Desk in Mooney Center, Room 153, in person, to request on-site access to the CNR network and to set up an Alumnae/i account and password. Branch campus Alum may visit their Campus Security Office, who will contact the Help Desk directly.

Subscribers:

To obtain borrowing privileges at Gill Library, a patron who is not a CNR alumna/us or currently affiliated with CNR may apply for a Gill Library Subscriber Card. Subscriber cards are issued at the Main Desk in Gill Library upon completion of an application with presentation of a valid photo ID and $50 (cash or check payable to The College of New Rochelle). A Gill Library Subscriber Card is valid for one year from the date the card is issued and entitles the subscriber to borrowing privileges only. When the card expires, Subscribers may apply for a renewal.

Residence Park Neighborhood Association (RPNA)

RPNA members are issued a Gill Library card at the Main Desk and are entitled to borrowing privileges and use of the facility. RPNA members may click Gill Library catalog to access the catalog off campus. In Gill Library, RPNA members may request that the Reference Librarian conduct a mediated search of the catalog.

Loan Policies

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Books, CD-ROMs, Compact Discs and Audiocassettes:

CNR students and staff may borrow books, CDs and audiocassettes for three weeks. These items may be renewed for three weeks, unless another patron has requested a hold. CNR faculty members may borrow books for a full semester. The due date is indicated on a card issued with the item when it is checked out and also appears in the Gill Library Online Public Access Catalog (OPAC) record for the item.

Videos and DVDs:

Videos and DVDs may be borrowed for one week and renewed for one week unless another patron has requested a hold. Videos and DVDs may also be viewed in the Media Room in Gill Library.

Reserve Items:

Physical items (e.g., books, videos and other media) and digitized items (e.g., articles, chapters, syllabi) may be placed on Reserve at the request of CNR instructors for use by their students while their courses are in session.

Up to three physical Reserve items may be requested at a time for in-Library use by providing the call number(s) at the Main Desk. The call numbers for physical Reserve items may be obtained either by searching the Gill Library Online Public Access Catalog (OPAC) or the ERes Course Reserve Page. The Location field in the catalog record for the item indicates "Reserve" preceded by the campus. The catalog may be searched by title, author, subject, keyword or call number.

The Library creates a Course Reserve Page in ERes for instructors who place items on Reserve. Students may access the ERes Course Reserve Page on or off campus using the password(s) provided to them by their instructor(s) and by searching by course number, course name, department or instructor.
Upon presentation of a valid CNR ID card, up to three books on Reserve may be checked-out for up to two hours. A video on Reserve may be checked-out for up to three hours. Reserve items may be renewed unless another patron has requested a hold.

**Laptops**

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See Laptops Policy from the dropdown menu under General Information.

**Periodicals:**

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Three periodical issues may be requested at a time for in-Library use. The patron's ID card is held at the Main Desk until all items are returned. Patrons may check the [Gill Library Online Public Access Catalog](http://www.cnr.edu) (OPAC) for periodical titles that the Library has available in full-text, in print, on microfilm or microfiche.

**Renewal Requests**

Renewal periods are the same as the original loan period except where indicated otherwise. Patrons may request a renewal on circulating items as long as another patron has not placed a hold on them. Renewals may be requested at the Main Desk in person, online via [My Library](http://www.cnr.edu) on the Gill Library homepage or by phone. Up to two Renewals per item will be granted as long as a Hold by another patron is not already on the item.

**Hold Item Requests**

Requests to hold an item in the Circulating Collection, regardless of which CNR Campus Library owns the item, may be submitted online via the [Gill Library Online Public Access Catalog](http://www.cnr.edu) (OPAC). Requests for certain items in other Collections may not be filled, e.g., Reference, Reserve, Periodicals and Special Collections. Holds for items that are currently checked-out, missing or currently unavailable cannot be submitted via the [Gill Library Online Public Access Catalog](http://www.cnr.edu) (OPAC) but must be requested through the Library Staff. The patron may wish to submit an ILLiad (Interlibrary Loan) request for items that are unavailable from the CNR Campus Libraries. When the requested item becomes available, the Library notifies the patron to pick up the item at the Main Desk of the Campus indicated in the request. Items are kept on the Hold Shelf for up to two weeks before being returned to the Circulating Collection; if the patron specifies an earlier hold expiration date in his or her request, the item may be returned to the Circulating Collection prior to two weeks.

**Fines:**

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**Overdue Items:**

Books, CD-ROMs, Compact Discs, Audiocassettes - 10 cents per item per day

Videos, DVDs - $1.00 per item per day

Reserve Items - $1.00 per item per hour or part of an hour

Overdue fines do not accrue on the days that the Library is closed.
Lost Items:

The fee for a lost item is the amount the Library determines it would cost to replace the item plus a processing fee of $10.00. The Library does not permit the patron to replace the item.

The maximum overdue fine is $50.00.

A student’s Gill Library borrowing privileges and access to CNR academic records (e.g. registration records, transcripts) will be blocked when the student owes $25 or more to Gill Library or when the student has been billed by Gill Library.

Printing/Copying, Microform Reader/Printers - New Rochelle Campus:

See Printing/Copying Policy from the dropdown menu under General Information.

Microform reader/printer printouts

Gill Library (New Rochelle Campus) maintains four microform (microfilm and microfiche) reader/printers. Patrons pay 10 cents per page at the Main Desk.

Contacts

New Rochelle Campus:

Jillian Kehoe, Access Services Librarian: (914) 654-5419 or email jkehoe@cnr.edu

Christina Blay, Circulation Manager: (914) 654-5340 or email cblay@cnr.edu

Branch Campus Reference Librarians:

See Directory of Branch Campus Libraries